

UNITED STATES CIVIL SERVICE COMMISSION
Office of Incentive Systems
Washington, DC 20415

JAN 21 1975

SUBJECT: 1975 Federal Woman's Award Nominations
Deadline: May 1, 1975

FROM: Richard P. Brengel, Director
Office of Incentive Systems

TO: Department and Agency Incentive Awards Administrators

The Board of Trustees of the Federal Woman's Award has recently invited nominations from heads of agencies for this Award. Mrs. Jayne Baker Spain, Chairman of the Board, sent letters to each agency head on January 15.

Deadline for receipt of nominations for the 1975 Awards is May 1, 1975. Please make every effort to insure that nominations are submitted promptly. Please check your nominations to assure the following:

- a maximum of six (6) nominations per agency,
- each nomination submitted in original and five (5) legible copies,
- each copy of each nomination to be placed in a separate folder; six (6) folders for each nominee so that the members of the Committee may have separate folders for their review,
- signature of agency head on original (if your agency head is out of town or unavailable to sign the nominations, do not delay the submission for that reason. Instead, request the signature of his deputy who is acting for him in his absence),
- mail to: Chairman, Board of Trustees
Federal Woman's Award
c/o U.S. Civil Service Commission
Room 5315
Washington, DC 20415
- if your agency has no candidate, please notify the Board of Trustees by letter

Please Note: Eligibility for the Award has been expanded to include women who have five years continuous part-time service (minimum twenty-six hours per week).

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